

Supervision Policy



Policy Relevant to:	All educators, Team members and families
Last Reviewed:	June 2023
Next Review:	July 2024
NQF:	100, 101, 102C(2)(g), 102E, 102F, 115, 120, 121, 122, 123, 126, 132, 133, 134, 168, 176, 264
NQS:	2.2; 2.2.1; 2.2.2
National Law:	165, 167, 174

Supervision is an integral part of the care and education experience. Effective supervision allows educators to actively engage in play and learning opportunities that are meaningful to children and support their wellbeing, development and learning.

Purpose

Educators have a duty of care to ensure children are actively supervised at all times, maintaining safe and secure environments whilst adhering to Education and Care Services National Law and National Regulations. Supervision, together with thoughtful design and arrangement of children's environments, assists in the prevention and severity of injury to children.

Educators will actively supervise children, identifying risks and taking all necessary steps to prevent or minimise injury. Effective supervision of children also provides educators with the opportunity to support and build on children's play experiences whilst supporting older children's independence.

Implementation

Educator:child ratios alone do not ensure adequate supervision; effective supervision requires educators to be actively engaged with children.

Children of differing ages and abilities may require different levels of supervision. Younger children, including toddlers and babies, require adults to remain in close proximity (i.e. sight and sound) at all times. For school age children, educators are to be aware where each child is and be in a position to respond as necessary.

Supervision of preschool age children may involve simultaneous use of indoor and outdoor environments and require effective supervision of children in both environments.

Adventure Patch will ensure:

- Ensure that the premises and facilities are designed and maintained to always facilitate adequate supervision of children while maintaining the rights and dignity of all children.
- Notify the regulatory authorities of any serious incident or complaints alleging the safety, health or wellbeing of children has been compromised within 24 hours of the incident or the time that the person becomes aware of the incident or complaint. This includes if an ambulance was called in response (not as a precaution) to the incident, situation or event.

- Notify parents as soon as practicable but within 24 hours if their child is involved in a serious incident/situation at the Service. Details of the incident/situation are to be recorded on the *Incident, Injury, Trauma and Illness Record*.
- Ensure educators under eighteen (18) years of age work at Adventure Patch Services only if they are adequately supervised by an educator over the age of 18 and are not left alone with children at any time.
- Minimum educator qualification requirements including how many educators are to be early childhood teachers, are recognised and adhered to according to legislative requirements.
- Adventure Patch Services maintain the required educator:child ratio always working directly with children, based on the ages and number of children being educated and cared for at all services.

Age Group	Educator to Child Ratios
For children from birth to 24 months of age	1:4
For children aged 24 months and less than 36 months of age	1:5
For children aged 36 months of age or over	1:10 2:25 for children attending a preschool program

- Develop and maintain rosters that ensure continuity of care and adequate supervision at all times when children are being cared for and educated in the service including when children are participating in excursions and when transportation is provided as part of our education and care service (See: Safe Transportation Policy)
- Ensure a staff member or nominated supervisor is present at the service to account for children when they embark and disembark the vehicle at the OSHC service premises (Regulation 102E and 102F)
- Ensure flexibility of supervision to provide for educators to supervise individual children or small groups of children.
- Ensure supervision of sleeping children is active, effective and frequent (as per our supervision plan relevant to the ages and developmental stages of children attending the service- see: Safe Sleep Policy/Procedure)

Related Policies

Adventurous Play Policy
 Arrival and Departure of Children Policy
 Code of Conduct Policy
 Emergency Evacuation Policy
 Handwashing Policy
 Incident, Injury, Trauma and Illness Policy
 Nappy Change Policy
 Road Safety Policy
 Safe Transportation Policy
 Sleep and Rest Policy
 Water Safety Policy

Source


Australian Children's Education & Care Quality Authority. (2023).

Active Supervision: Ensuring safety and promoting learning.
 Australian Children's Education & Care Quality Authority. Children's Health and Safety. An analysis of Quality Area 2 of the National Quality Standard. Occasional Paper 2. (2016)
 Australian Government Department of Education. (2022). *Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022*
 Early Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2018).
 Education and Care Services National Regulations. (2011).
 Frith, J., Kambouris, N., & O'Grady, O. (2003). *Health & safety in children's centres: Model policies & practices (2nd ed)*.
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework. (2017). (amended 2023).
 Revised National Quality Standard. (2018).

Review History

Policy Reviewed By:	Service Managers	Executive Team	June 2023
POLICY REVIEWED	June 2023	NEXT REVIEW DATE	July 2025
Modifications	<ul style="list-style-type: none"> • policy maintenance • additional information added re: supervision requirements for transportation of children • hyperlinks checked and repaired as required. • Added related policies • Updated source list 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
	<ul style="list-style-type: none"> • 		

Signed

CEO:	
Manager:	S. Norris